

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>NI-306-86-4</b>	DATE RECEIVED <b>12-10-85</b>
1. FROM (Agency or establishment) <b>United States Information Agency</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>Bureau of Management</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION <b>Office of Administration and Technology</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>John E. Davenport</b>	5. TELEPHONE EXT. <b>485-7505</b>	DATE <b>1-13-86</b>	ARCHIVIST OF THE UNITED STATES <b>CANCELLED</b>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE		
12/6/85	<i>John E. Davenport</i>	Records Management Officer Records Management Staff		
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	Distribution Copies of Agency Field Communications			
1.	Distribution copies of cables to and from field posts, including USINFO cables and info copies of State Dept. cables, transmitted and received electronically through the ADS cable transmission system. These are duplicates of the action and information copies distributed to Agency offices. (October 1982 to present)		MOA III 555.6a2	
1a.	Copies of all incoming and outgoing cables transmitted and received by the Agency Communications Center stored on magnetic tape. Incoming and outgoing, classified and unclassified cables are stored in a random mix on the tapes. The cables are not subject indexed, they are retrievable by message reference number, sequential archive ID number, and date only.  Disposition: Destroy when cables are one year old.			
1b.	Paper copies of outgoing and incoming cables retained in the Communications Center for reference and verification.  Disposition: Destroy when 30 days old or when no longer needed, whichever is sooner.			

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>Distribution copies of other Agency communications to and from field posts, such as USIA circular, pouch, and field messages, and info copies of State Dept. airgrams, which are transmitted and received on paper via pouch mail. These records are maintained by the Mail and Telephone Branch for reference. Circular messages are arranged by message number; pouch and field messages are arranged by post and thereunder numerically. They are not indexed. These are duplicate copies of the action and information copies distributed to Agency offices. (1981 - present)</p> <p>Disposition: Destroy when three years old, or when no longer needed for frequent reference, whichever is sooner.</p>	MOA III 555.6a2	
3.	<p>Paper distribution copies of all incoming and outgoing Agency cables and other communications with the field retained by the Communications and Records Branch prior to the introduction of the automated cable transmission system. The communications are not subject indexed; they are arranged by type of communication (cable, field message, circular message, etc.) then by post, whether incoming or outgoing, and message number. These are duplicates of the action and information copies distributed to Agency offices. (1970 to 1981)</p> <p>Disposition: Destroy immediately. (These copies are stored at the Washington National Records Center; list of accessions is attached.)</p>	MOA III 555.6a2	

Accessions Containing Distribution Copies  
of USIA Field Communications at WNRC

<u>Accession Number</u>	<u>Volume</u>
306-83-0024	63
306-83-0038	7
306-81-0051	72
306-81-0002	70
306-80-0001	47
306-79-0061	15
306-79-0027	49
306-78-0043	55
306-76-0032	44
306-75-0045	49
306-74-0064	30
306-73-0078	33
306-74-0014	19
306-73-0078	33
306-72A5015	32